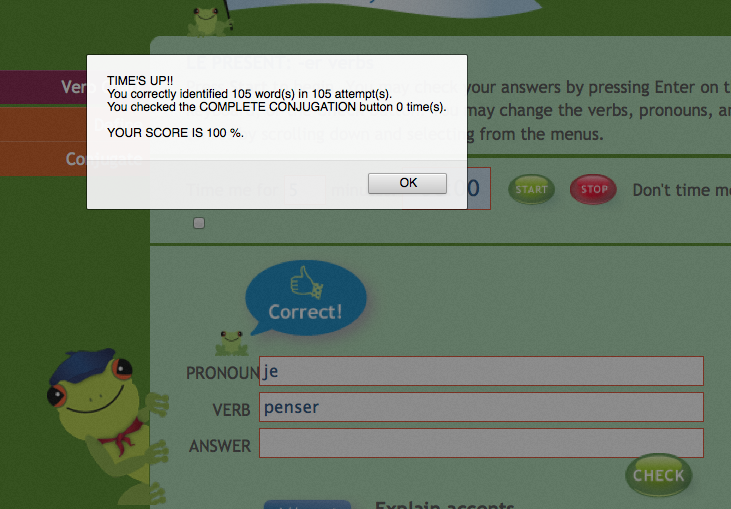
**INSTRUCTIONS FOR SUBMITTING ELECTRONIC HOMEWORK**

1. Complete the assignment as instructed.

ex. Conjuguemos – 1. LE PRESENT : -er verbs (5 mins, minimum of 40 conjugations, score of 85%+)

****2. Take a screen shot[[1]](#footnote-1) of the results. **Please take a FULL screen shot, NOT just of your score.**

3. Rename the screen shot file with your name and the date.

ex. ***SMITH, John 29-Sept***

4. Open the Wiki page to the date of the assignment.

5. Click on the Google Drive Shared Folder Link.



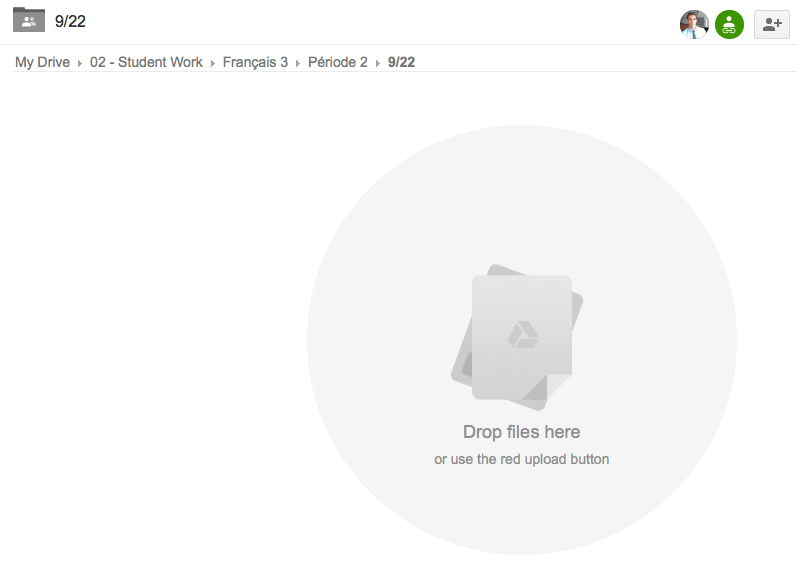
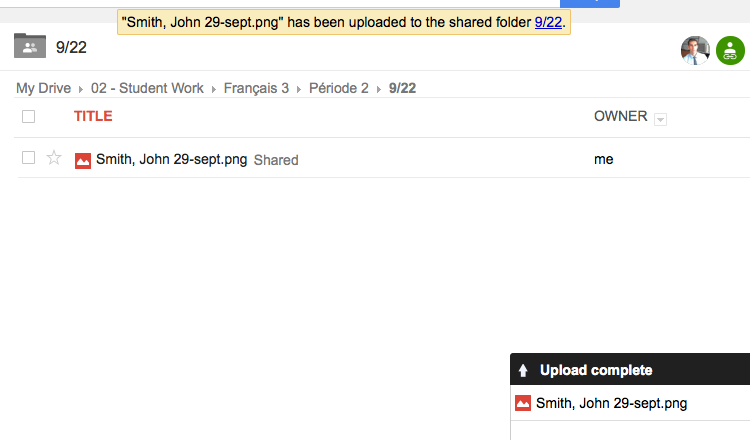
6. Click “Sign in” and log on to your Google Account. (If you do not have a Google Drive account, please create one or speak to me.)

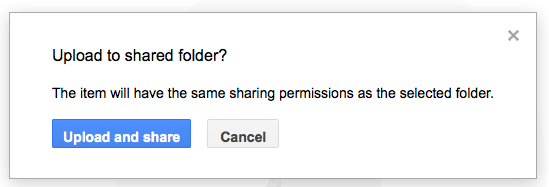
Macintosh HD:Users:esmith:Desktop:Screen Shot 2014-09-27 at 10.24.35 AM.png

7. Click “Add to Drive.”

Macintosh HD:Users:esmith:Desktop:Screen Shot 2014-09-27 at 10.24.47 AM.png

7. Click “Open in Drive.”

8. Drag the screen shot into the Google Docs Shared Folder drive.

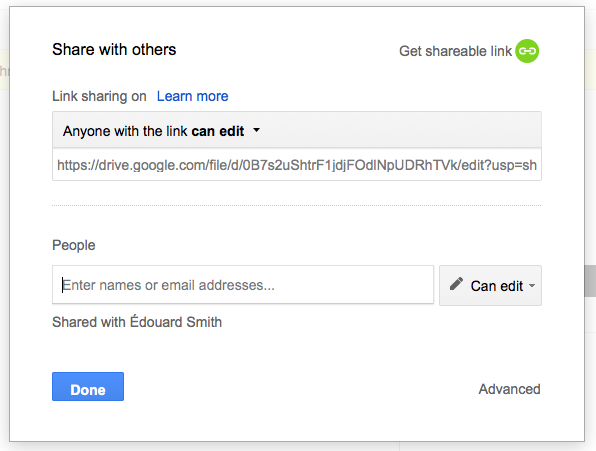
9. Click “Upload and share.”

Macintosh HD:Users:esmith:Desktop:Screen Shot 2014-09-27 at 10.27.57 AM.png

9. Select the screen shot by checking the check box.

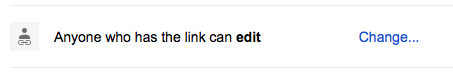
Macintosh HD:Users:esmith:Desktop:Screen Shot 2014-09-27 at 10.28.19 AM.png

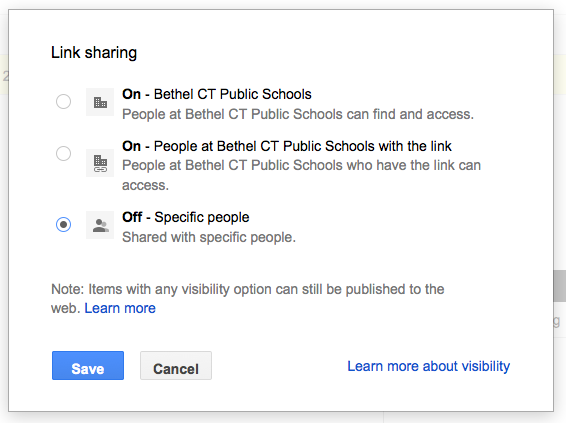
10. Click on the “Share” button.



11. Click “Advanced.”

12. Change the sharing settings by clicking on “Change…”





13. Turn sharing “Off.”

Macintosh HD:Users:esmith:Desktop:Screen Shot 2014-09-27 at 10.32.06 AM.png14. Click “Done.”

1. See separate instructions for how to take a screen shot on your computer. [↑](#footnote-ref-1)